



# UNITED STATES MARINE CORPS

Marine Corps Recruit Depot/Western Recruiting Region  
1600 Henderson Avenue Suite 238  
San Diego, California 92140-5001

DepO 1560.5M  
14D

OCT 20 2001

## DEPOT ORDER 1560.5M

From: Commanding General  
To: Distribution List

Subj: DEPOT EDUCATION LIFELONG LEARNING PROGRAM (LLL)

Ref: (a) MCO P1560.25C

Encl: (1) Full-time Education Programs  
(2) Off-duty Education Programs  
(3) Marine Corps Apprenticeship Program  
(4) Testing Information  
(5) Defense Activity for Non-Traditional Education Support Program  
(6) Veterans Administration Educational Assistance  
(7) Directives and Publications Required by Unit Education Officers

1. Situation. The full-time and off-duty education programs are designed to enable Marines to broaden their educational experience and increase their value to the Marine Corps. It is desired that all commissioned officers obtain at least a baccalaureate degree and that enlisted Marines obtain at least a high school diploma.

2. Cancellation. DepO 1560.5L

3. Mission. To publish information and establish guidelines for the local implementation of the Marine Corps Voluntary Education Programs.

### 4. Execution

a. Commander's Intent. Education and Life Long Learning are important to all Marines, regardless of rank or occupational specialty. These Marine Corps Programs are available to all eligible Marines aboard the Depot. The reference provides guidelines for conducting the Marine Corps Voluntary Education Program, and maximum participation is highly encouraged.

#### b. Concept of Operations

##### (1) Commanding Officers

(a) Provide maximum assistance and encouragement to personnel in the continuance of their education.

(b) Appoint an Education Officer in writing at the organization and unit level, less letter companies of Recruit Training Regiment. Report assignment by name, rank, and social security number to the Depot Education Officer.

(c) Ensure unit Education Officers carry out their duties in accordance with this Order.

(d) Recognize individual educational achievement through ceremonial presentations and appropriate correspondence.



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(2) Depot Education Officer

(a) Maintain current and accurate information on all state high school requirements and local education opportunities.

(b) Coordinate a local high school completion and general education development (GED) testing program.

(c) Maintain current and accurate information on vocational and technical education so that Marines may enhance their skills in military occupational specialties or prepare for civilian occupations.

(d) Maintain current and accurate information on college degree programs throughout the United States, with emphasis on degree programs from universities in the San Diego area.

(e) Maintain liaison with service member's opportunity college (SOC) counselors at local universities so that Marines will have a point of contact for admissions procedures and transfer of credits.

(f) Provide counseling and assistance to Marines in preparation of applications for Marine Corps education programs.

(g) Provide education orientation lectures for all units.

(h) Maintain liaison with Marine Corps Education Officers of other commands to obtain information for transferring Marines.

(i) Conduct an annual needs assessment.

(j) Administer the Tuition Assistance Program and Military Academic Skills Program (MASP).

(k) Submit reports as required.

(l) Maintain liaison with the Depot Career Planner so that they will have current educational information needed in counseling Marines regarding reenlistment/extension.

(m) Implement educational policies and programs as directed by higher authority.

(3) Unit Education Officer

(a) Support an active program of off-duty education for unit personnel, publicize educational opportunities, and ensure that educational materials provided by the Depot Education Officer are distributed.

(b) Strongly encourage enlisted Marines without a high school diploma to enroll in a high school completion program, and encourage commissioned officers without a college degree to enroll in a degree program. Enlisted Marines should be counseled that failure to complete high school prior to the end of their second enlistment may adversely affect reenlistment opportunities.

(c) Maintain adequate and complete records of participation in off-duty education programs (to include high school, vocational/technical, and



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college courses) so that correct information is available for the preparation and submission of reports that may be requested by higher headquarters.

(d) Maintain directives and publications listed in enclosure (7) so that information is readily available to counsel Marines.


(e) Maintain liaison with the Depot Education Office for up-to-date information.

5. Administration and Logistics

a. Full-time. The term "full-time," as used in this Order, refers to programs where selected Marines attend school full-time and carry a full academic load.

b. Off-duty. The term "off-duty," as used in this Order, refers to other than normal duty hours.

6. Command and Signal. This Order is effective on the date signed.

  
T. W. SPENCER  
Chief of Staff

DISTRIBUTION: I

## FULL-TIME EDUCATION PROGRAMS

### Advanced Degree Program (ADP)

The ADP provides selected Marine Officers with the opportunity to earn a postgraduate degree by attending a college or university as full-time students. Detailed criteria is contained in MCO 1560.19D.

### Broadened Opportunity for Officer Selection and Training Program (BOOST)

The BOOST Program provides an opportunity for selected Marines of all ethnic groups from educationally deprived or culturally differentiated backgrounds to compete more equitably for selection to the Marine Corps Enlisted Commissioning Education Program (MECEP), the U. S. Naval Academy, or the Naval Reserve Officers Training Corps (NROTC). The program provides a 12-month education program for selected Marines to prepare them for entrance into these programs. Detailed criteria for the BOOST Program is contained in MCO 1560.24D.

### College Degree Program (CDP)

The CDP provides selected Marine Officers with the opportunity to earn a baccalaureate degree by attending a college or university as a full-time student. Detailed information on the CDP is contained in MCO 1560.7J w/ch 1.

### Degree Completion Program for Staff Noncommissioned Officers

The Degree Completion Program for Staff Noncommissioned Officers provides selected Marine SNCOs with the opportunity to obtain a baccalaureate degree, which directly relates to a Marine Corps billet, and concurrently, satisfies a personal educational goal by attending a college or university as a full-time student. Detailed information on this program is contained in MCO 1560.21D.

### Marine Corps Enlisted Commissioning Education Program (MECEP)

MECEP provides selected enlisted Marines with the opportunity to earn a baccalaureate degree by attending a college or university as full-time students. Those individuals who successfully obtain a baccalaureate degree and complete officer candidate training are commissioned second lieutenants in the Marine Corps. Detailed information on MECEP is contained in MCO 1560.15L.

### Nomination and Appointment of Enlisted Marines To the U. S. Naval Academy

Enlisted Marines of the Regular Marine Corps and the Marine Corps Reserve may apply for appointment to the United States Naval Academy. Information concerning this Program is contained in MCO 1530.11G.

### Special Education Program (SEP)

SEP provides selected Marine Officers with the opportunity to receive, as full-time students, advanced training which may lead to a postgraduate degree in special disciplines. Detailed information on SEP is contained in MCO 1520.9F. w/ch. 1-2

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OFF-DUTY EDUCATION PROGRAMSMarine Corps Tuition Assistance Program

The Marine Corps Tuition Assistance Program provides Marines with financial assistance for the pursuit of approved educational programs at civilian secondary and postsecondary institutions during their off-duty time. Tuition assistance may be used at the secondary level for the completion of courses leading to a high school diploma. In addition, Marines may apply tuition assistance benefits to college courses taken for academic credit at regionally accredited colleges and universities. Tuition assistance may only be used to fund courses at a higher academic level than the degree or diploma currently held by the Marine. Detailed information is provided in MCO 1560.25C and current applicable Marine Corps Bulletins in the 1560 series.

College Credit for Formal Military Training

The American Council on Education (ACE), through the Office of Education Credit and Credentials, evaluates formal military training for civilian postsecondary credit. Credit recommendations are made to assist educational institutions in awarding appropriate credit for extra-institutional learning while maintaining academic standards. Credit recommendations are published biannually in the ACE Guide to the Evaluation of Educational Experiences in the Armed Forces. Detailed information is provided in MCO 1560.25C and the Catalog of Service-member's Opportunity Colleges.

UNITED STATES MILITARY APPRENTICESHIP PROGRAM (USMAP)

In 1999, the Marine Corps and Navy signed a memorandum of agreement to consolidate their apprenticeship programs. This new program has eliminated the need for the Marine Corps Apprenticeship Program. The purpose of USMAP is to allow service members the accessibility to participate in an apprenticeship program regardless of location. Enrollment in USMAP is accomplished through an automated system and service members can check their status on-line through the Internet. A list of acceptable MOS's/Rates can be obtained through the Depot Education Office. Detailed information regarding the USMAP is contained in MCO 1560.25C Chapter 5.



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TESTING INFORMATION

The following testing services are available to MCRD personnel:

Armed Forces Classification Test (AFCT)

The AFCT is used to identify specific aptitude for military assignment. It is given only at the written request of the individual Marine's commanding officer. Requests for this test should be directed to the Classification Testing Officer, Personnel Administration Center. Marines interested in taking the AFCT must contact the Depot Education Officer, who will arrange for testing with Military Testing at Building 622 Room 120.

High School Equivalency

The General Education Development (GED) Test is composed of a battery of five tests: English, Social Studies, Literature, Natural Sciences, and Mathematics. These tests measure the extent to which the individual has acquired the equivalent of a high school education, which is measured mainly the student's interpretation and evaluation of reading materials in the specific subject. Upon successful completion of this test, students may apply for a certificate of equivalency or high school diploma from their home state, providing all other prerequisites for that state are met. Individual states policies vary in requirements for the issuance of a high school diploma or certificate of equivalency. The student may be retested on any failed test after four months or successful completion of a course of study in the subject area failed. Marines interested in taking GED tests must contact the Depot Education Officer who will arrange for enrollment in the High School Completion Center.

Marines must be eighteen years old before the GED test can be taken. All test parts are timed, and a maximum of two parts of the five parts may be taken on any given day. After passing the GED, a High School Equivalency Certificate will be issued by the Marine's home state.

All course work and test requirements are offered year-round at the Midway Learning Center. Marines may participate in traditional classroom instruction or request flexible scheduling. The high school diploma program is offered through the Foundation High School, 1536 Frazee Road, Suite 200, San Diego, California.

College Level Examination Program (CLEP)

This battery of tests measures achievements in the basic areas of liberal arts by assessing the student's grasp of subjects ordinarily included in the general education requirements during the first two years of college study. Subject areas covered by the test are: English Composition, Social Sciences, History, Natural Sciences, Humanities (Fine Arts, Literature, and Philosophy), and Mathematics. Credit recommendation for successful completion of the battery is 30 semester hours, which is equivalent to one year of college. The prerogative of determining the amount and type of credit to be granted rests solely with the college or university from which the student is seeking a degree. Educational Testing Service considers a

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score in the 50th percentile or above to be satisfactory on these tests. Marines desiring to take the CLEP test for college credit must contact the Depot Education Officer who will arrange for testing at Naval Station 32nd Street, MCAS Miramar, or NAS North Island.

#### College Entrance Examination

The American College Testing Program (ACT) and the Scholastic Aptitude Test (SAT) are multiple-choice examinations used by colleges as standards for evaluating the scholastic aptitude of applicants. Appointments to take these tests are controlled by the Depot Education Office.

#### Military Academic Skills Program (MASP)

The Military Academic Skills Program (MASP) is a Marine Corps Mandated program designed to help service members improve their basics skills, i.e. reading, writing, and arithmetic. The program also entails a major focus on ASVAB scores. Many service members who are looking to make lateral moves, participate in an enlisted to officer program, or try for the warrant officer program, often desire to improve one or more of their ASVAB scores. This program is designed to accomplish this goal. After successful completion of the course, the service member is afforded the opportunity to re-test their ASVAB. The program is a 30-day class. Monday through Friday 0800-1600. If you have any questions or would like to enroll, contact the Depot education officer. MCO 1560.25C Chapter 6 provides guidelines for the MASP.

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DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT PROGRAMDefense Activity for Non-Traditional Education Support (DANTES)

DANTES is an educational support service for the voluntary education programs of the military services. The primary missions are to manage examination programs in support of voluntary education programs provided by each military service and to develop and disseminate information on quality independent study courses and programs available from the civilian education community. Refer to MCO 1560.25C Chapter 4.

DANTES Examination Program

DANTES is authorized to support the services' voluntary education programs by providing CLEP and the DANTES Subject Standardized Test (DSST) on a worldwide basis. DANTES is also authorized to support GED testing for military personnel stationed overseas. GED test scores are used as the basis for the state high school equivalency diplomas. Domestic GED testing is available through the civilian GED testing programs within the 50 states. In addition, DANTES makes available a variety of low and no-cost guidance tests and college admission examinations.

DANTES Independent Study Program

The DANTES Independent Study Catalog provides information concerning independent study (correspondence) courses and credit-by-examination programs available to servicemen and women from civilian educational institutions. The catalog is designed to assist those personnel who are stationed at a particular location where traditional programs/courses are not available. Currently, the Marine Corps does not provide funding for independent study/correspondence courses. For additional information on both the DANTES Examination and Independent Study Programs, refer to MCO 1560.25C Chapter 4.

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VETERANS ADMINISTRATION EDUCATIONAL ASSISTANCE

Educational assistance is available to eligible veterans and active duty Marines through the Veterans Administration (VA). The program for which an individual may be eligible is determined by the date of entry into the armed forces.

VETERANS EDUCATIONAL ASSISTANCE PROGRAM (VEAP)

Marines who entered military service between 1 January 1977 and 10 June 1985 may be eligible to participate in VEAP. Enrollment is voluntary and individuals who elect to participate may contribute a minimum of \$25 and a maximum of \$100 (multiples of \$5) to a fund, which will be maintained by the VA. Participants may also make lump sum contributions. The total amount of a member's contribution may not exceed \$2,700.00.

Benefits under the VEAP may be utilized upon release from active duty (under conditions other than dishonorable) or after completion of the initial obligated service period of six years, whichever is less. The VA will provide two for one matching funds for members attending VA-approved educational programs. The amount of monthly payment is determined by dividing the total amount in the fund (individual and VA contributions) by the number of months that the member contributed or 36, whichever is less.

No new enrollments were allowed after 31 March 1987. Those Marines who did not initially enroll are not eligible for VEAP.

MCO 1560.28B and ALMAR 015/87 contain additional detailed information.

VIETNAM ERA G. I. BILL

Marines who entered military service between 31 January 1955, and 31 December 1976, and who were discharged from active duty under conditions other than dishonorable, may be eligible to receive educational assistance under the provisions of the Veterans Readjustment Benefits Act of 1966 (usually referred to as the Vietnam G. I. Bill). Eligible personnel may commence in-service use of benefits upon completion of 181 days of continuous active duty. Education assistance payments are made to eligible personnel by the VA in accordance with current rates based on type of enrollment. Vietnam G.I. Bill benefits must be used within 10 years after release from active duty or by 31 December 1989, whichever occurs first.

MONTGOMERY G. I. BILL

Beginning 1 July 1985, the Montgomery G. I. Bill was offered to those individuals who became members of the Armed Forces on or after 1 July 1985. This new program, which was a part of the Fiscal Year 1985 authorization act, was signed by the President on 19 October 1984. Key provisions of the new act applicable to new service members are as follows:

a. Individuals entering active duty on or after 1 July 1985 (including delayed entry program), will be automatically enrolled in the program unless they choose to disenroll.

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b. Those enrolled in the program will have their basic pay reduced by 100 per month for their first twelve months of service.

c. Enrolled individuals will be eligible for \$650 per month, for a total of 36 months of basic benefits for full time schooling. Currently, there are no provisions for reimbursement of contributed funds for those members discharged.

d. New legislation affecting participants in the Montgomery GI Bill (MGIB) program was enacted by MARADMIN 208/01 of 15 Feb '01 stating active duty members whose original Federal Education Benefit Program is the MGIB program may make an additional contribution of up to \$600 to receive an increased monthly benefit. The MGIB benefit will increase by \$1 for 36 months for each additional \$4 contributed. This additional contribution would result in a total MGIB monthly benefit of \$800.

MCO 1560.28B contains additional detailed information.

MGIB Tuition Assistance Top-up

a. On October 30, 2000, the President signed into law an amendment to the Montgomery GI Bill. This amendment provides an active duty education program that permits VA to pay a Tuition Assistance Top-up benefit. The amount of the benefit can be equal to the difference between the total cost of a college course and the amount of Tuition Assistance that is paid by the military for the course.

b. To be eligible for the Top-up benefit, the person must be approved for federal Tuition Assistance by a military department and be eligible for MGIB active duty benefits. To be eligible for MGIB benefits, the person must be an MGIB active duty participant and must have served at least 2 full years on active duty.

c. The amount of the benefit is limited to the amount that the person would receive for the same course if regular MGIB benefits were being paid. In no case can the amount paid by the military combined with the amount paid by VA be more than the total cost of the course.

d. If a person receives the Top-up benefit, his or her regular MGIB benefits will be reduced. The amount of entitlement charged for Top-up payments is determined by dividing the amount of the payment by the claimant's full-time monthly rate.

e. The benefit is available for all courses that began on or after October 30, 2000. A copy of the Tuition Assistance Authorization form for the course, signed by an authorized military official, is required. Individuals who have not previously requested MGIB benefits must submit a VA Form 22-1990 to establish eligibility.

f. The application and other evidence is sent to one of VA's four education processing offices located in Atlanta, Buffalo, Muskogee (OK), or St. Louis. The application form and the addresses of the offices are available on the Internet at [www.gibill.va.gov](http://www.gibill.va.gov). Claims should specify that Tuition Assistance Top-up is being claimed.

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g. The Top-up Program is not currently available to individuals who are eligible for the MGIB Selected Reserve Program.

VIETNAM ERA G. I. BILL CONVERSION TO MONTGOMERY G. I. BILL

To be eligible for this benefit, the individual must have had remaining entitlements on 31 December 1989. Service members must have also been on active duty since 19 October 1984, served continuously through 30 June 1988, and obtained a high school diploma or equivalent before terminating active duty service.

Those eligible were automatically converted on 1 January 1990. The benefit will be \$300 a month plus 1/2 of entitlement rate under the Vietnam Era G. I. Bill for up to 36 months. Additional information is contained in ALMAR 015/87.

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DIRECTIVES AND PUBLICATIONS REQUIRED BY UNIT EDUCATION OFFICERS

The current editions of the following directives are required to be on file:

MCO 1040.43A	Enlisted Commissioning Program (ECP)
MCO 1520.9F w/ch. 1-2	Special Education Program (SEP)
MCO 1520.11D	Foreign Area Officer (FAO) Program
MCO 1530.11G	Naval Academy-Naval Academy Preparatory School: Application for Nomination to
MCO 1560.7J w/ch. 1	College Degree Program (CDP)
MCO 1560.15L	Marine Corps Enlisted Commissioning Education Program (MECEP)
MCO 1560.19D	Advanced Degree Program
MCO 1560.21D	Staff NCO Degree Completion Program
MCO 1560.24D	Broadened Opportunity for Officer Selection and Training (BOOST)
MCO 1560.25C	Marine Corps Lifelong Learning Program
MCO 1560.28B	Veterans Educational Assistance Benefits
DepO 1560.5M	Depot Lifelong Learning Program

